STATUS REPORT

3Q FY 05

3Q Summary: 42 Initiatives (Green = 21, Yellow = 21, Red = 00)

Strategy # HCMAPP #	FY05 HR Outcome Strategies SUPPORTING HCMAPP	Status Detail (as of 07/26/05)	HCMAPP Leader and Team	% COMPLETE	STATUS
1	**IMPROVE ALIGNMENT OF HUMAN CAPITAL INITIATIVES TO AGENCY MISSION AND GOALS** (Barbara Boyd)				
1.1	Implement quarterly HR News Letter ("HR AT YOUR SERVICE") to feature: What's Hot, New HR Initiatives, and Employee/Manager 'value-add' report - 1QFY05	3Q- Upon review of the draft Newsletter, it was determined that the number of articles were not sufficient to release the inaugural edition. HRD to discuss the 'value-add' of the Newsletter. (FY06 Carryover Candidate)	B.Boyd (L), C.Wilsey J.Barlow(POC), M.Frye, B.Whiteside	**95%>**	**Y**
1.2	Develop internal SOP for HR News Letter items, survey results, etc., to include audience, how to communicate, frequency, relationship to goals, effectiveness, et. al.; and development of communications template - 1QFY05	**COMPLETED 2Q** -SOPs completed. Signed on March 17, 2005 and distributed on March 21, 2005.	B.Boyd (L), C.Wilsey, J.Barlow (POC), M.Frye, B.Whiteside	**100%**	**G**
1.3	Implement tracking and quarterly reporting system for HR Logic Model Strategy 1 measure - 1QFY05	**COMPLETED 1Q** - Measure included on HRD Dashboard on 02/01/05.	J.Migyanka (L)	**100%**	**G**
1.4	Develop and issue HR Logic Model Measures Quarterly (roll-up) Report - 1QFY05	**COMPLETED 2Q** - Dashboard designed to reflect 14 Logic Model Measures on 02/01/05.	J.Migyanka (L)	**100%**	**G**
2	**SUPPORT WORKFORCE PLANNING & DEPLOYMENT** (Donald Sanders)				
2.1	Conduct Annual Workforce Analysis and Update 5 year Workforce Plan and Succession Summary for each Agency re: *WfP and Succession Guidance* - 4QFY05. This is a USDA Human Capital Plan requirement.	**COMPLETED 1Q** -Current FFAS Workforce Analysis FY04-FY08 identified 27 Mission Critical Occupations with Skill Gap challenges and 12 Leadership Positions with Continuity challenges. Both Recruitment and Training are actively addressing these challenges. Next workforce analysis due 1Q FY06. (FY06 Carryover Candidate)	T.Montgomery, T.Hudson, B.Boyd, (L) D.Sanders, Terri T.Meighan, Wynona Black (POC)	**100%**	**G**
2.2	Complete IT convergence - 2Q FY05	**COMPLETED 1Q** -Transfer completed 11/28/04. All personnel files and folders have been forwarded and have been mailed to the new servicing organization.	D.Donnelly(L), K.Mansker, P.Sleight, N.Joice, Mike Badger, D.Sanders, Lisa Flores	**100%**	**G**
2.3	Post OCIO transfer / FSA reorganization 3QFY05	3Q-ITSD has proposed a reorganization of positions/duties remaining in FSA after OCIO transfer. Waiting on approval and implementation by management.	P.Sleight, N.Joice, T.Meighan, K.Williams, (L) D.Sanders, Mike Badger(POC), Steve Weaver, Shenita Wells	**95%^**	**Y**
2.4	Complete Incidental Transfer Agreement (ITA) for RMA IT - 2QFY05	**COMPLETED 1Q** - ITA completed for RMA.	A.Guzman (L), N.Joice, Marilyn Pate	**100%**	**G**
2.5	Develop KCCO Model for Workforce Planning - 3QFY05	3Q - Completed development of new organizational structure based on work load/workforce analysis and MEO model; and presented recommendations and findings to KCCO management team (July 6). To finalize workforce planning handbook by Aug 26.	D.Sanders, (L) T.Hudson, Tammi Parrott, Ranay Brady(POC), Marcia Shakur, B Whiteside	**90%^**	**Y**
2.6	Develop, define and implement tracking and quarterly reporting system for HR Logic Model Strategy 2, measure 1 - and Strategy 5, measures 3,4 - 1QFY05	**COMPLETED 1Q** -Tracking mechanisms are in place and functional for reporting workforce diversity, baseline of HR services available online at end of FY 04 have been established. Methods and tracking for all 3 metrics are in place, FY05 1st quarter will be reported at end of January 05.	B.Boyd (L), J.Patel	**100%**	**G**

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Human Capital Management
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3	**IMPROVE THE ACQUISITION AND UTILIZATION OF TALENT** (Barbara Boyd)				
3.1	Develop mobility (deployment/retention) strategy to encourage FLOs to apply for FLM positions that require relocation - 2QFY05	**COMPLETED 3Q** - Evaluation concluded that no relocation concerns prohibit FLOs to apply for FLM positions in another area. A mobility clause has been added to the vacancy announcements ensuring flexibility for managers in the future.	D.Sanders (L), B.Boyd, C.Wilsey, Beverly Branom (POC)	**100%**	**G**
3.2	Implement FY05 Annual Recruitment Work Plan (re item: 2.1) - 1QFY05 This is a USDA Human Capital Plan requirement.	**COMPLETED 1Q** -Recruitment Plan completed. Calendar on web site, overall plan developed. FEORP to be reviewed to ensure alignment with FFAS Recruitment Work Plan.	D.Sanders (L), T.Meighan, S.Bruce, Nancy Rodriguez, Debra Schmidt(POC)	**100%**	**G**
3.3	Assess and develop action plan to address security re-investigations; develop and implement (per USDA) the electronic application for submission of request for security clearances - 4QFY05	3Q-Revisions to 2-PM have been developed to address National Security clearances which includes new investigation requirements, forms and clearances for temporary employees. Policy is in Directives for final approval. Provided E-Qip checklist to PDSD for KC HRO system users. Currently identifying user groups for system responsibility on the E-Qip system. Ready for Oct 1, 2005.	K.Williams (L), Pat Price(POC), Debbie Rogers, Ernie Kary, Lisa Gressen, T.Meighan	**90%^**	**Y**
3.4	Implement QUICK CLASS - 4QFY05	3Q-Spreadsheets have been completed and submitted for data load. However, all work has been suspended pending discussion between HRD and the Department re: actual capabilities of QuickClass/Avue. (FY06 Carryover Candidate)	S.Bruce(L), Lesa Kapustka, K.Mansker, T.Meighan, Mike Badger, Marcia Shakur, Donna Fisher	**30%^**	**Y**
3.5	Develop, define and implement tracking and quarterly reporting systems for HR Logic Model Strategy 3 measures 1,2,3,4,& 5 plus % reduction of MCO skills gaps (future) - 1QFY05	**COMPLETED 3Q**-Measures for Quality New Hires, Retention, Vacancy Fill Rate, and Diversity of New Hires completed and reported quarterly. Reduction of MCO Skill Gaps fundamental measure tracked on HR DASHBOARD.	D.Sanders, B.Boyd(L), T.Meighan, J.Migyanka	**100%**	**G**
3.6	Implement Web 52 Tracking System in WDC - 1QFY05, KC - 2QFY05 and states - 3QFY05	3Q-User training was completed and the web 52 tracking system was implemented in June and Notice issued. With coordination with IT, the next phase of implementation is to complete the KC implementation by end of FY05. Implementation in the states is scheduled in FY06. (FY06 Carryover Candidate)	B.Boyd (L), C.McGowan (POC), Crystol Wilsey, P.Brown, B.Farley, S.Campbell, V.Schofield, B.Lindsey	**75%^**	**Y**
3.7	Implement web-based Placement Follow-up - 2QFY05	3Q - Online Survey and database is developed; but working on 'migration' problems, i.e., distribution lists, etc. Testing automated system will begin shortly thereafter with full implementation expected by SEP 05.	B.Boyd (L), T.Fernandez (POC), J.Patel, J.Barnes	**95%^**	**Y**
3.8	Implement web-based Recruitment Calendar - 1QFY05 This is a USDA Human Capital Plan requirement.	**COMPLETED 1Q** -The application development has been completed and it was deployed on November 1 2004. http://hr.ffas.usda.gov/employment/calendar/default.asp	B.Boyd (L), J.Patel(POC)	**100%**	**G**

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3.9	Expand USA STAFFING (QUICK HIRE) to include core competencies of MCOs identified in Agencies' Workforce Analysis Summary (FY04-FY09) - 4QFY05	3Q-Transfering competency libraries to USA STAFFING from QuickHire. Continued inclusion of MCO competencies to vacancy, certificate, and applicant response templates that could be used by all staffs, and working with HQ on system customization. All 27 MCOs, e.g., 1165, 1101, 2210, 1145, 0510, 0560, 1101, etc., will be included in the agency's recruitment process by 4QFY05. (FY06 Carryover Candidate)	D.Sanders, J.Barnes, C.Rogers, K.Mansker, B.Boyd(L)	65%^	Y
3.10	Define the use of a Competency Model and Assessment Tools to be used by HR - 2QFY05 This is a USDA Human Capital Plan requirement.	COMPLETED 2Q-HR Competency Model and Assessment Tool are developed and ready for application. (FY06 Carryover Candidate - reword project)	S.Bruce (L), Julie Bowen (POC), Jacqueline Ridley, Latrisha Smith, T.Meighan	100%	G
3.11	Develop, define and implement tracking and quarterly reporting system for FSA, RMA, FAS Telework participation; and develop strategies to increase FFAS participation - 3QFY05	3Q - IT reports that TMS is at least 50% complete. Ellen, the project leader, has a development team meeting this afternoon (7/19) and will report on status of 9/30/05 roll-out. The Employee Module of the web-based telework training has had its 1st revision. The 1st revision is being loaded to HRD's web for testing. Current telework participation level for FFAS is 4.6% (308 ee). (FY06 Carryover Candidate)	L.Davies (L), Susan Brown, Cliff Cain	50%^	Y
3.12	Evaluate and present management report for ACWA - 2QFY05	COMPLETED 2Q -Report and recommendations presented to FLP management (Cooksie). Execution of recommendations underway.	D.Sanders(L), B.Boyd, Karen Mansker (POC)	95%	Y
4	**SUSTAIN LEARNING ENVIRONMENT AND LEADERSHIP CONTINUITY (Tina Hudson)**				
4.1	Implement Strength Finders Assessment for DAM employees - 2QFY05 This is a USDA Human Capital Plan requirement.	COMPLETED 1Q -SF-34 is entirely implemented. All employees have had an opportunity to take the assessment, and Dee is monitoring new hires to make sure they receive invitations, as well. Supervisors will receive training on how to utilize SF-34 the same day they receive their Q12 training.	B.Boyd (L), J.Barlow (POC)	100%	G
4.2	Implement THIRD GALLUP Q12 survey for FSA/DAM, track and report on DAM work unit's development of action plans based on survey results - 4QFY05 This is a USDA Human Capital Plan requirement.	3Q - Impact meetings have been compeled. Workgroup Impact Plans are currently under development with some 50% complete. (FY06 Carryover Candidate)	B.Boyd (L), J.Barlow (POC)	85%^	Y
4.3	Develop, define and implement tracking and quarterly reporting systems for HR Logic Model Strategy 4 measures 1,2,3, & 4 plus % reduction of MCO skills gaps of current employees - 1QFY05	COMPLETED 2Q-The Metrics Report Completion Guidance document has been completed. The data was completed for the 1st quarter and the data will be measured according to the document for the HR Dashboard on a quarterly basis.	T.Montgomery(L), T.Hudson, Sandy Prentice(POC)	100%	G
4.4	Support USDA in the development and implementation of the AgLearn Training Approval Process System - 3QFY05 This is a USDA Human Capital Plan requirement.	3Q - An external Training Approval Process (TAP) is under developed (SF-182). The configuration and activation of the TAP Module in AgLearn has a target completion date end of AUG 05. Handbook will require rewrite; and 'how-to' training needs to be conducted after system testing for state training officiers, et. al. (FY06 Carryover Candidate)	T.Montgomery, T.Hudson(L), Sandy Prentice(POC)	50%^	Y

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4.5	Research and develop a mission wide (on line) New Employee Orientation Program - 4QFY05	3Q - Continued review of 'best practice' web-based federal orientation programs, i.e., NOAA, in effort to blend the best into one proposal. Setting up Net Meeting with team to effectiently meet and discuss further steps. Progress is on schedule, but implementation may not be feasible until FY06. (FY06 Carryover Candidate)	B.Whiteside (L), Monica Frye, Joice Trout, R.Duncan	60%^	Y
4.6	Evaluate the Return on Investment (ROI) for long term training programs and issue a position report with recommendations - 3QFY05	3Q-Identified participants who completed the Executive Leadership Program, Aspiring Leader and New Leader Program. Telephone/e-mail survey under development to complete ROI analysis. Results delayed to end of 4Q.	J.Migyanka (L)	50%^	Y
4.7	Implement FY05 Annual Training & Development Work Plan (re item: 2.1) - 1QFY05	**COMPLETED 1Q** -The training offices in DC and KC have developed and implemented the first Annual Training and Development Work Plan. This Plan will help in closing the skills gaps for the MCO's. The Plan is subject to availability of staffing and funding. Both DC and KC training offices will review the Plan on a quarterly basis.	T.Montgomery (L), T.Hudson	100%	G
5	**IMPROVE THE RESULTS-DRIVEN PERFORMANCE CULTURE (Lolla Davies)**				
5.1	Continue implementation of the National Society for Minorities in Agriculture Natural Resources and Related Sciences (MANRRS) by 4QFY05. This is a USDA Human Capital Plan requirement.	3Q - MANRRS conference held 3/31 - 4/2 and finalized plans to implement mentor program effective Sep 05. Completed first edition MANRRS Quarterly Magazine for distribution in Sep 05. (FY06 Carryover Candidate reword project)	Mondina Jolley, Dawn Ferguson, Debbie Schmidt (L), DSanders	80%^	Y
5.2	Support implementation of Human Capital Council recommendations re: Develop and Implement Multi-tier Performance Evaluation System - 4QFY05 and Develop and implement a Rewards & Recognition Program - 4QFY05 This is a USDA Human Capital Plan requirement.	3Q-The draft Performance Management plan is at the Department for review and approval; the communications plan has been developed and is being implemented (message from the Administrator to all employees, DAFO informing SEDs, article in newsletter); the training plan is still being worked on with most of the training planned to take place in September. The awards pieces are still under consideration by FSA and RMA senior management.	L.Davies (L), Stephen Crisp, Angela Jackson	60%^	Y
5.3	Facilitate the linkage of at least 60% of workforce's Individual Performance Plans to Agencies' Strategic Plan goals and indicators - 3QFY05 This is a USDA Human Capital Plan requirement.	**COMPLETED 2Q**-The FFAS Mission area has met and exceeded the 60% requirement through a management certified process by indicating the percentage of their employees who are 'linked' to the agency mission. FFAS is 95% linked under this process.	L.Davies (L), Charlene White, Stephen Crisp	100%	G
5.4	Develop, define and implement tracking and quarterly reporting systems for HR Logic Model Strategy 5 measures 1,2 - 1QFY05	**COMPLETED 1Q** -Discussions to do this have begun. Data to support HR Logic Model Dashboard to be provided as scheduled.	L.Davies (L), Stephen Crisp, Angela Jackson	100%	G
5.5	Support USDA HR Reform project - 4QFY05 This is a USDA Human Capital Plan requirement.	**COMPLETED 3Q** - USDA completed reform project (identifying leadership competencies) and presented findings and recommendations to HRLC in July. Three deliverables for September HRLC meeting identified for reform group to coordinate.	D.Sanders, K.Williams, L.Davies, C.Jones, J.Migyanka (L), T.Montgomery, B.Plaza	100%	G
5.6	Implement Shared Data Warehouse and Data Dictionary - 2QFY05 This is a USDA Human Capital Plan requirement.	3Q-The data warehouse project has 5 major milestones or target tasks/accomplishments. Their status: 1: determine structure (complete); 2: document standard reporting needs (complete); 3: outline tables/fields for definition (complete); 4: define fields and definitions (80%); and 5: implement structure (share data). Scheduled to complete 4QFY05. (FY06 Carryover Candidate)	C.Wilsey (L), Tatjana Fernandez (POC), S.Clayton-OCR	80%>	Y

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5.7	Complete Assessment of NFC revisions to I*CAMS and address data integrity issues, i.e., position management data - 4QFY05	3Q-Continue to review and monitor the NFC listing of items completed; In the process of developing an assessment and evaluation method to ensure deadline and priorities are being met. Bi- weekly conference calls continue to assess progress of the HRIS (I*CAMS) system. (FY06 Carryover Candidate)	C. Wilsey (L), C.McGowan, T.Fernandez (POC), Debbie Rogers, Loretta Ramey	80%^	Y
5.8	Facilitate employee updates to 'emergency contact' and benefits info in employee OPFs - 3QFY05	3Q- PM Notice developed and forwarded to Director, HRD for final approval week of July 18.	K.Williams (L), Debbie Rogers-POC, Mark Deming, Mary Lou Loar	90%^	Y
5.9	Develop and communicate HR Delegation of Authority in the field to detail oversight and accountability; and detail internal controls for FFAS HR functions - 2QFY05	COMPLETED 3Q -Table listing HR Functional Responsibilities for the State Offices issued May 7, 2005.	N.Joice (L), Kathy Williams, Latrisha Smith	100%	G
5.10	Coordinate the OPM FHCS with USDA and prepare analysis and executive summary with strengths and weaknesses and cross-walk with GALLUP and FSA Performance Culture Survey - 2QFY05	COMPLETED 3Q - OPM 2004 Federal Human Capital Survey (FHCS) issued by OPM in June. FFAS mission area and agency reports completed and distributed to agency leadership for review. Results to be posted on internet end of July.	J.Migyanka (L)	100%	G
5.11	Delegate authority to KC for COOP; identify and articulate HR accountabilities - 2QFY05	COMPLETED 3Q - Listing updated for the Human Resources Division Functions and Equipment Needed to Carry on Essential Functions, Vital Records, COOP Team Members, and the Order of Succession have been completed and submitted to the agency COOP contacts, Delegations of Authority Memorandum has been completed and system access has been granted to allow KCHRO to provide operations for WDC when COOP activated.	Pat Farmer (L), B.Boyd	100%	G
5.12	Develop and issue Employee Relations / Labor Relations Booklet with basic info regarding the handling of grievances and complaints - 3QFY05	3Q-waiting on information from WDC on violence in the workplace to include in booklet.	P.Sleight, N.Joice (L) Charlene White, Clif Cain, Iseastrum	80%^	Y
5.13	Develop, define and implement tracking and quarterly reporting systems for ER/LR per USDA - 2QFY05	3Q - The FFAS access data has been provided to USDA to upload into the Labor and Employee Relations Automated Complaint Tracking and Retrieval System (LERACTRS). The anticipated deployment of the system is scheduled for 4Q FY05.	P.Sleight (L), N.Joice, Vschwamberger	95%^	Y

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